

**FRANKLIN COUNTY PUBLIC FACILITIES
MANAGEMENT
373 South High Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

WORKING TITLE: Community Service Officer **PCN:** 033165
(Non-Bargaining)

SUPERVISOR: Stan Eddy, Maintenance Supervisor

PRIMARY RESPONSIBILITIES: Oversees program participants assigned to community service perform certain job assignments in lieu of serving a jail sentence. Responsible for transporting workers to various work sites. Responsible for overseeing that the workers handle removing recyclable products and salvage material. Oversees and is responsible for dispensing supplies and equipment to the community workers. Also, responsible for returning supplies and equipment back to the stock room area after the community workers have completed their work assignments. Spot-checks fire and security alarms, boilers, designated electrical and plumbing systems, and fire extinguishers, and report inconsistencies to the appropriate supervisor.

MINIMUM QUALIFICATIONS: Ability to add, subtract, multiply and divide whole numbers and to read and write common vocabulary; or equivalent. In addition to preceding, if position requires operation of motorized vehicle for any reason, must have valid driver's license. Also, if assigned responsibility for rendering first aid and CPR, applicant must have completed one training course in each. **Unusual Working Conditions:** May be required to work rotating shifts. Must work outside in warm and cold weather. Must be able to lift 75 pounds. **Special Requirements:** One-year security experience preferred.

SCREENING CRITERIA:

- Valid Ohio Driver's License.
- Security Experience.

DEADLINE FOR APPLYING: Friday, February 19, 2010

STARTING SALARY: \$10.86/hour, plus a comprehensive benefits package.

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

-EOE-

2/5/2010